



## Council on Technology Services

### Mobile Workforce Workgroup Final Minutes

January 10, 2007

9:00 a.m. – 11:00 a.m.

Virginia Retirement System Headquarters  
1200 E. Main St., Richmond, VA 23219

#### Members Present

Farley Beaton, Chairman (VRS)  
Jerry Allgeier (VDACS)  
Jeanne Branch (DPOR)

Linda Foster (TAX)  
Bob Smith (Courts)

#### Members Absent

Bethann Canada (DOE)  
Darlene Quackenbush (JMU)

Mark Willis (VCU)

#### Others Present

Mike Hammel, Staff (VITA)

Matt Priestas (APA)

#### Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:10 a.m.

#### Approval of the Minutes

Farley asked if there were any changes or corrections to the minutes from the December 20, 2006 meeting. There being none, the minutes were approved as submitted.

#### Review of Best Practices

Farley reviewed the summary Best Practices he developed. There were some minor changes but for the most part, the workgroup was pleased with them as written.

#### Review of Recommendations

The workgroup reviewed the Recommendations prepared by Bob and Bethann. There were a number of changes which Bob said he would make and resubmit to Mike for inclusion in the next draft.

#### Review of Guide to Best Practices

The rest of the meeting was spent discussing the latest draft of the document. Farley said he would contact Mark about providing some content for the Telework Challenges section. Mike Hammel agreed to make the changes and redistribute before the next meeting.

#### Meeting Schedule

The next meetings are scheduled for January 17<sup>th</sup> and 31<sup>st</sup>.

## **New Business & Public Comment**

Farley asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. There was none.

## **Adjournment**

There being no further business, Farley adjourned the meeting at 11:00 AM.